
Off-site procedure

Before the activity begins, proper control must be exercised appropriate to the environment, nature of visit and the children involved. Prior to the activity the PDO¹ will carry out a risk assessment. Taking children off-site is potentially hazardous and a higher adult to child ratio should be used.

The person in charge should:

1. Obtain a parent consent form for the off-site visit.
2. Always ensure that the trip has been planned thoroughly. Ensure plans are available to other Officers in case of an emergency.
3. Ensure relevant contact numbers are left with staff at the Civic Centre.
4. Always take the registration forms in case of any emergencies that may arise.
5. Ensure the parents have a contact number for staff, this will be the Site Leader's mobile.
6. Take a mobile phone.
7. Always take a fully stocked First Aid Kit.
8. Closely supervise the children – especially be aware of protecting the children from strangers.
9. When off site, children will be given a brightly coloured wristband that has the PDO's contact number on it so that they can easily be identified as being part of Shout! They will also be given a coloured vest to wear.

If a child is lost whilst off site, staff must follow the Missing Persons Policy, additionally making the on-site manager aware and enlisting their staff's assistance if necessary.

¹ Play Development Officer